

# CALIFORNIA OCCUPATIONAL GUIDES

## CRIME AND INTELLIGENCE ANALYSTS

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### WHAT DO CRIME AND INTELLIGENCE ANALYSTS DO?

CRIME AND INTELLIGENCE ANALYSTS are highly integrated job disciplines that share a common goal - to predict and prevent crime. Crime Analysts study the perpetrators of criminal activities and crimes with the goal of identifying crime series, patterns, and trends. Crime Analysts identify investigative leads by determining related cases, potential suspects and forecasting occurrences of crime. Intelligence Analysts focus on people, organizations, and relationships between the two. They analyze data, either received or gathered, to anticipate and prevent future events of gangs, organized crime, and terrorist activity. In order to be truly effective, an Analyst must have a good understanding and working knowledge of both job fields.

Crime and Intelligence Analysts may be classified as Crime Analysts, Intelligence Analysts, Intelligence Specialists, Criminal Intelligence Specialists, and Intelligence Research Specialists.

#### *Crime Analysts*

It is important to note that, while the tasks below are divided between Crime Analysts and Intelligence Analysts, most individuals employed in this field will perform some combination of the two sets of tasks.

Crime Analysts perform the following tasks:

- Study crime patterns and trends, how these trends affect a particular jurisdiction, and how police agencies respond to them.
- Collect, analyze, correlate, and evaluate data from crime, intelligence, arrest reports and other documents, looking for crime patterns or trends.
- Study offender and victim characteristics and their modus operandi (method of operation).
- Analyze dates, times, geography, and environment of crimes.
- Forecast the date, time, and location of the next crime in a series.
- Produce complex reports and bulletins for police agencies to help them develop strategies and tactics that increase the effectiveness of crime prevention and control, officer presence, and suspect arrests.
- Work closely with investigators and prosecutors to communicate crime patterns and trends.
- Develop crime-mapping analysis of geographic data from deputy reports, service calls, and other documents.

- Use complex databases, software applications such as geographic information systems (GIS) mapping tools, and artificial intelligence networks.
- May train agency staff in use of crime analysis and data maps.
- May give speeches on crime prevention to organizations such as Neighborhood Watch Programs, schools, and civic organizations.
- May assist law enforcement at crime scene.
- May testify in court.

### ***Intelligence Analysts***

Intelligence Analysts perform the following tasks:

- Gather, analyze, correlate, and evaluate information from a variety of resources such as law enforcement databases.
- Do critical and comprehensive written and oral reports based on research, collection, and analysis of classified and unclassified information.
- Identify individuals in a conspiracy and determine their interrelationships.
- Establish criminal profiles that include prior crimes and criminal relationships to aid in making connections between members and criminal organizations.
- Evaluate telephone calls to plot activity and determine the size and location of criminal groups and members.
- Study assets of suspects to determine the flow of money going into and coming out of targeted groups.
- Use intelligence data analysis to anticipate future gang, organized crime, and terrorist activity.
- Create and maintain informational databases.
- Use complex databases, software applications such as geographic information systems (GIS) mapping tools, and artificial intelligence networks.

### **WHAT SKILLS ARE IMPORTANT?**

Important skills, knowledge, and abilities for Crime and Intelligence Analysts include:

- Information Gathering – Knowing how to find and identify essential information.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Inductive Reasoning – The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events.)
- Active Listening – Giving full attention to what other people are saying and asking questions as appropriate.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making needs.
- Social Perceptiveness – Being aware of the reactions of others and understanding why they react the way they do.
- Speaking – Talking to others to effectively convey information.
- Sociology and Anthropology – Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
- Public Safety and Security – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Law and Government – Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Flexibility of Closure – The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.

- Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Expression – The ability to communicate information and ideas in writing so others will understand.

Additionally, Crime and Intelligence Analysts need expert knowledge of available information systems and databases at local State, federal, and international levels. These systems/databases are both public and law enforcement specific.

Analysts also need expert knowledge in the use of analytical tools. These tools include GIS, threshold analysis, forecasting/predictive analysis, link analysis, visual investigative analysis (VIA), and phone toll analysis software. They also need to know how to integrate analytical results with available databases and information systems.

### WHAT'S THE WORK ENVIRONMENT?

Most Crime Analysts work in police or sheriff departments. Crime analysis units consist of an average of two Crime Analysts. However, the number varies with the size, location, and budget of the police agency.

Most Intelligence Analysts work for federal or State agencies such as the Central Intelligence Agency, Federal Bureau of Investigation, or the California Department of Justice.

Crime and Intelligence Analysts usually sit at a desk and work with a computer in a typical office atmosphere. They usually do not visit crime scenes or examine physical evidence.

The work can be stressful because of the sophistication and complexity of data analysis, public and in-house demands for quick results, and the need to meet deadlines on multiple projects.

### Union Membership

Crime and Intelligence Analysts work for government agencies and have the option to join a public employee union. Analysts working for federal agencies normally do not have the option of joining a union.

### WHAT'S THE CALIFORNIA JOB OUTLOOK?

The following information is from the occupational projections produced by the Employment Development Department (EDD) Labor Market Information Division (LMID) and represents the broad occupational group Social Scientists and Related Workers which includes Crime and Intelligence Analysts:

#### Social Scientists and Related Workers

Estimated number of workers in 2002:	4,400
Estimated number of workers in 2012:	5,100
Projected Growth 2002-2012:	15.9%
Est. openings due to separations by 2012:	900

*These figures do not include self-employment.*

The figures above do not reflect an accurate picture of the growth rate for this occupation. Crime and Intelligence Analyst is a relatively small but steadily rising occupation.

There will be a total of 1,600 job opportunities in this occupation during the projections period. The total number of annual job opportunities in this occupation will be 160.

### Trends

Demand for crime and intelligence analysis is rising because of the nation's focus on crime and terrorist activity. California's Statewide Employment and Payroll Data show that there are about 425 police and sheriff departments in California. According to one survey, more than half of these agencies have a crime analysis unit.

State Personnel Board records show that 126 Intelligence Analysts currently work in the Criminal Intelligence Specialist classification for the California Department of Justice. Employment grew at rate of 18 percent since 1999 and 61 percent since 1993 in this classification.

Crime and Intelligence Analyst positions depend on regional, State, and federal budget and grants. Law enforcement and criminal justice agencies are expected to get additional funding for these positions, due in part to the creation of the federal Department Homeland Security (DHS) agency and California Anti-Terrorism Information Center.

## WHAT DOES THE JOB PAY?

### *California Earnings*

The following information is from the Occupational Employment Statistics Survey of Employers by EDD/LMID and represents the broad occupational group Social Scientist and Related Workers which includes Crime and Intelligence Analysts:

#### Social Scientists and Related Workers 2005 Wages

Hourly wages range from	\$24.96 to \$35.93
Average hourly wage	\$32.17
Average annual wage	\$66,917

*These figures do not include self-employment.*

A sampling of salaries from police and sheriff departments indicates that Crime Analysts earn from about \$2,845 to \$6,003 a month, depending on their experience, responsibilities, and geographical area. According to the sampling, northern California monthly salaries range from about \$3,698 to \$6,003. Southern region Analysts earn from about \$2,845 to \$5,447 a month.

Intelligence Analysts employed by the California Department of Justice are classified as Criminal Intelligence Specialists. The salary range for level I is \$2,688 to \$3,199; level II is \$3,199 to \$3,845; level III is \$3,502 to \$4,222.

Federal classifications are Intelligence Specialist and Intelligence Research Specialists. They may start at General Schedule (GS) 10 or 11 levels. Annual salary ranges are: GS 10, \$41,175 to \$53,532; GS 11, \$45,239 to \$58,811. The annual salary range for those who advance to GS 12 is \$54,221 to \$70,484. Federal employees who work in Los Angeles, Sacramento, and San Francisco earn higher salaries.

### *Hours*

Crime and Intelligence Analysts work a 40-hour week. If there is an emergency requiring additional hours, overtime is paid. Sometimes analysts will work split or graveyard shifts in order to disseminate information to different shifts of patrol officers.

### *Benefits*

Benefits usually include vacation, holiday leave, sick leave, health, dental, and vision insurance, and retirement plans.

## HOW DO I PREPARE FOR THE JOB?

### *Education and Training*

A bachelor's degree with major courses in Criminal Justice, Psychology, or Sociology is often required. However, applicants can substitute a Crime and Intelligence Analysis certificate, or two years of college with a minimum of two years experience in police or related criminal justice work, in lieu of a degree. New hires that are not certified may be required to complete a certificate program approved by the California Department of Justice.

Applicants with a degree need a minimum of one year of experience. Some agencies like to see experience dealing with criminal information in a law enforcement atmosphere, while others may prefer analytical experience in either a police or a non-police agency environment. Knowledge of law enforcement, the criminal justice system, and research and statistical methods is desired.

An applicant with both a degree and a certificate who does not have related work experience may be allowed to substitute 400 hours as a volunteer intern with a crime or intelligence analysis unit. The volunteer internship is part of the certificate program.

Employees who work as crime prevention workers, crime prevention specialists, or community services specialists for police or sheriff departments can be promoted to a Crime Analyst trainee.

To locate educational programs for Crime and Intelligence Analysts use [www.cpec.ca.gov/collegeguide/collegeguide.asp](http://www.cpec.ca.gov/collegeguide/collegeguide.asp).

### ***Licensing and Certification***

A California State license or certification is not required to work in this occupation. However, increasingly employers prefer to hire certified Analysts and require new hires to complete a certificate program. Most certificate program enrollees have at least one year of community college credit. The following universities offer Crime and Intelligence Analysis Certificate programs approved by the Department of Justice:

- University of California, Riverside,  
[www.unex.ucr.edu](http://www.unex.ucr.edu)
- California State University, Fullerton,  
[www.csufextension.org](http://www.csufextension.org)
- California State University, Northridge,  
[www.csun.edu/exl](http://www.csun.edu/exl)
- California State University, Sacramento,  
[www.cce.csus.edu](http://www.cce.csus.edu)

The certificate program requires the completion of the following:

- 148 instructional hours
- 400 hours of internship (volunteer service) with a crime or intelligence analysis unit

The certificate internship can be waived for individuals with broad law enforcement experience.

### ***Continuing Education***

Continuing education course work is not a formal requirement for Crime and Intelligence Analysts, but most of them continue lifelong learning through career development classes, association conferences, and seminars.

### **HOW DO I FIND THE JOB?**

Locate city police and county sheriff departments by looking in the telephone directory government pages. Also, check on-line for job listings. For Web site addresses use the Internet local and regional section of the yellow pages, or search the department by name on the Internet. You can find additional federal, State, and local agency job information Web sites by searching the Internet using the key words "law enforcement".

The California Department of Justice (DOJ) can be reached at Web site [www.caag.state.ca.us](http://www.caag.state.ca.us). The DOJ also lists job openings with the State Personnel Board at [www.spb.ca.gov](http://www.spb.ca.gov).

Federal agencies, including the Central Intelligence Agency, Federal Bureau of Investigation, and National Security Agency are listed in the in the telephone directory government pages. Web sites for these agencies can be checked for career opportunities. To locate a Web site, search for the agency by name on the Internet.

The following Internet resources can be helpful to the job search process:

America's Career InfoNet  
[www.acinet.org](http://www.acinet.org)

America's Job Bank  
[www.ajb.dni.us](http://www.ajb.dni.us)

CalJOBS<sup>SM</sup>  
[www.caljobs.ca.gov](http://www.caljobs.ca.gov)

Job Search and Resume Writing  
[www.worksmart.ca.gov/success\\_tips\\_menu.html](http://www.worksmart.ca.gov/success_tips_menu.html)

Local Job Service Offices  
[www.edd.ca.gov/jsrep/jsloc.htm](http://www.edd.ca.gov/jsrep/jsloc.htm)

Occupational Information Network (O\*NET) Online  
<http://online.onetcenter.org>

One-Stop Career Centers List  
[www.edd.ca.gov/ONE-STOP/pic.htm](http://www.edd.ca.gov/ONE-STOP/pic.htm)

For statewide and local projections, wages, employers by county, and other occupational information go to [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov) and select *Find an Occupation Profile*.

### **WHERE CAN THE JOB LEAD?**

Crime and Intelligence Analysts advance through the levels of their employing agencies. Analysts may advance to a supervising classification or to management.



OTHER SOURCES OF INFORMATION

International Association of Crime Analysts  
9218 Metcalf #364  
Overland Park, KS 66212  
[www.iaca.net](http://www.iaca.net)

California Crime and Intelligence  
Analysts Association  
[www.crimeanalyst.org](http://www.crimeanalyst.org)

RELATED OCCUPATIONAL GUIDES

Fingerprint Classifiers	No. 203
Law Enforcement Occupations	No. 457
Criminalists (Forensic Science Technicians)	No. 558

OCCUPATIONAL CODE REFERENCES

**SOC** (*Standard Occupational Classification*)  
Social Scientists and Related  
Workers 19-3099

**O\*NET** (*Occupational Information Network*)  
Social Scientists and Related  
Workers 19-3099.00  
Criminal Investigators and Special  
Agents 33-3021.03

**OES** (*Occupational Employment Statistics*)  
Social Scientists NEC 27199